

CRICOS Course Registration and Amendment Procedure

Version 3 – Approved 29 August 2023

Contents

Applicable governance instruments.....	1
Procedure	2
1. Background.....	2
2. Adding a new course of study to CRICOS registration	2
3. Amending, suspending or withdrawing registration of a course	3
Related procedures	3
Versions	4

Purpose

This Procedure describes how to add a new course of study to or amend an existing course on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS). It ensures that the appropriate internal approvals are granted.

Courses listed on CRICOS are given a unique code which indicates that marketing, recruitment, admission and enrolment is permitted for overseas students at each location where the course is registered.

This Procedure applies to all University of Tasmania qualifications that are accredited by the University and are delivered to overseas students studying at the University of Tasmania whilst holding an Australian student visa.

English Language Intensive Courses for Overseas Students (ELICOS), pathway, foundation and preparatory programs and any courses delivered in collaboration with other parties must also be registered under this Procedure.

Applicable governance instruments

Instrument	Section	Principles
Quality Assurance Policy	1 Quality Assurance	1.2
Compliance Policy	1 Compliance	All
Education Services for Overseas Students Act 2000 (Cth)	Division 4 - The Register	N/A
National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth)	Standard 11 – Additional Registration Requirements	N/A

Procedure

1. Background

CRICOS is a register of Australian education providers that offer courses to overseas students studying in Australia on student visas and the courses offered to overseas students by each provider.

All qualifications that are accredited by the University and are delivered to overseas students studying at the University whilst holding a student visa must be registered. For overseas students to undertake a course of study at the University onshore, the course and its delivery location(s) must be listed on CRICOS.

CRICOS exists as part of the [Education Services for Overseas Students \(ESOS\) Act, 2000](#). This legislation, and the [National Code of Practice for Providers of Education and Training to Overseas Students, 2018](#) (the National Code), operate to establish and maintain high standards in the provision of information and educational services to overseas students.

If the course (or the delivery location) that is intended to be available to overseas students onshore is not already listed on CRICOS, the University must apply to the [Tertiary Education Quality Standards Agency \(TEQSA\)](#), the registering authority, to add the new course or new location onto the Register before the course can be marketed to overseas students and before overseas students can be offered places or be admitted to the course.

It is vital that the information on CRICOS is current. Any changes to a course or location must be communicated to the International Compliance Coordinator at CRICOS.Registration@utas.edu.au as soon as possible using the appropriate form.

2. Adding a new course of study to CRICOS registration

University awards and qualifications endorsed by the University Course and Unit Proposals Committee and approved by Academic Senate to be offered to overseas students onshore must follow the process below for registering the course on CRICOS.

Further information on adding a new course to CRICOS is available from the [TEQSA website](#).

Specialisations are to be registered as a single course of study on CRICOS if all possible pathways through the course lead to the *same award* and share all of the characteristics required under the ESOS Act, i.e.:

- a) qualification level;
- b) broad field of education;
- c) course duration;
- d) course location;
- e) any work-based components; and
- f) an estimate of course costs (this may be an average of a cost range).

To add a new course of study to the CRICOS registration, the Course and Curriculum Manager must complete the CRICOS Course Registration and Amendment Form as required by TEQSA and send the following documentation to CRICOS.Registration@utas.edu.au:

- a) completed and approved CRICOS Course Registration and Amendment Form;
- b) any required supporting course proposal documentation; and
- c) minutes of the Academic Senate or Standing Academic Committee meeting at which the new course was approved.

Additional documentation is required where third party arrangements are in place. It is recommended that in these cases, Course and Curriculum Managers contact the International Compliance Coordinator for advice at CRICOS.Registration@utas.edu.au.

Once completed and approved, the International Compliance Coordinator will submit the form and supporting documentation to TEQSA for approval and advise the Course and Curriculum Manager and other relevant stakeholders as to the outcome of the application. This can take up to six weeks.

Colleges should note that TEQSA will not begin to assess an application for registration until the relevant fee has been paid. See [TEQSA's listing of application-based fees](#) for further information.

A course is not able to be marketed to overseas students until it is CRICOS registered. Once a CRICOS code has been allocated to the course, the code must appear on all marketing and promotional materials for that course, including the Course and Unit Handbook.

3. Amending, suspending or withdrawing registration of a course

Changes to a registered course must be submitted to TEQSA at least 30 days prior to the change taking effect. Therefore, details must be updated promptly to ensure that prospective overseas students have up to date and accurate information.

Further information on changing CRICOS registration for a course is available from the [TEQSA website](#).

Changes to a course that require an update of CRICOS details include:

- a) change to course title;
- b) change to course duration;
- c) change to course fees;
- d) change of delivery location for overseas students studying onshore;
- e) course suspension; and
- f) course deletion/discontinuation.

The Course and Curriculum Manager must complete the CRICOS Course Registration and Amendment Form as required by TEQSA and send the following documentation to CRICOS.Registration@utas.edu.au:

- a) completed and approved CRICOS Course Registration and Amendment Form; and
- b) minutes of the Academic Senate or Standing Academic Committee meeting at which the significant amendment was approved.

If the course is proposed to be discontinued, the Course and Curriculum Manager must also provide detailed information on how the College plans to manage the discontinuation as part of the course amendment process (e.g., transition arrangements, teachout arrangements). See the [Course Discontinuation and Teachout Procedure](#) for further information.

The International Compliance Coordinator will submit the form and supporting documentation to TEQSA for approval and advise the Course and Curriculum Manager and other relevant stakeholders as to the outcome of the application. This can take up to six weeks.

Once CRICOS has been updated, the amended information must appear in all marketing and promotional materials for the course, including the Course and Unit Handbook.

Related procedures

Course Discontinuation and Teachout Procedure

Versions

Version	Action	Approved By	Business Owner/s	Approval Date
1	Approved	Provost	Director, Academic Quality and Standards	26 July 2021
2	Approved	Deputy Vice-Chancellor (Academic)	Director, Academic Quality and Standards	5 September 2022
3	Approved	Pro Vice-Chancellor (Student Equity and Success)	Director, Academic Quality and Standards	29 August 2023